

**TOWN OF VASS
BOARD OF COMMISSIONERS
REGULAR MEETING
November 11, 2013**

The Regular Meeting was called to order by Mayor Callahan at 7:30 p.m. Commissioners in attendance were: Blackwell, Bridgers, Callahan, Cirone and Kellis.

A. Approval of Agenda

Commissioner Blackwell made a motion to approve the agenda and consent agenda. Motion carried unanimously.

B. Consent Agenda

Items approved by motion above:

1. Minutes of Retreat Held September 19, 2013
2. Minutes of October 14, 2013 Regular Meeting
3. Approve Quarterly Financial Report
4. Approve Amendments to Municipal Records Retention Schedule
5. Budget Amendments 2013-2014

C. Public Comments

No one signed up to speak.

Old Business:

D. Feedback on Harvest Festival.

Chief Deel said everyone felt it was a successful first time event and he had received positive feedback from many people in town as well as the vendors.

E. Update on demolition of Lincoln Ave. properties.

Town Administrator explained that she had spoken with the Dept. of Health and Human Services and that the town would be required to have an asbestos inspection on both properties before demolition or burning. She is still waiting for a call from a certified inspector as to what the cost might be. Commissioner Kellis made a motion to table any action until we get an estimated cost from an inspection. Motion carried unanimously.

New Business:

F. Discuss Recommendations of the Planning Board.

1. Conditional Approval of Preliminary Plat Wolf Ram/Klingenschmidt Property

The Planning Board had met and recommended approval of the Preliminary Plat with the 16. Conditions presented to the Board. Representatives from Wolf/Ram asked for some possible modifications to those conditions. They wanted to remove item 4 which required construction on at least 50 percent of the lots in Phase 1 before submittal for Phase 2. After discussion Commissioner Cirone made a motion to strike item 4 from the conditions. Motion carried unanimously. They then asked if the town wanted the open space to be dedicated to the town rather than to a Homeowners Association. The Planning Board had recommended it belong to and be the responsibility of the HOA. Town Administrator asked about losing the tax dollars if the open space belongs to the town. Developers said it is open space so the tax dollars would be minimal. She also asked about who would take care of it as we only have one maintenance person. Developers said there would be no maintenance since it will be left in vegetative state. She asked about maintenance when the homeowners complain that snakes and rodents start coming from the open space into their yards. Commissioner Callahan suggested that we might have to mow the first 10 feet of the open space. Commissioner Blackwell made a motion that the town take possession. Motion carried 4 – 1 with Commissioner Bridgers opposed. They then asked if Lot # 39 currently shown in Phase 2 be included in Phase 1 as that lot is going to be retained by the current property owner, Mrs. Klingenschmidt. It stays in Phase 2 they would have to wait until the final plat is approved for Phase 2 before they could get their money from her. Town Administrator questioned why they just didn't remove that 1.9 acres from the property they are purchasing. Developer said they were not sure that would be a possibility. Commissioner Kellis made a motion that Lot # 39 be included in the Phase 1 Preliminary Plat as Phase 1-a. Motion carried unanimously.

G. Discuss Possible Use of Speed Bumps on Seaboard Street.

Chief Deel said he has been approached by the business owners on Seaboard Street about the street being used as a cut through on the way to and from the school and that people are not adhering to the posted speed limits. It is a danger for those walking across the street and for those backing out of the parking spaces. It is also a danger by the Headstart School further down Seaboard Street. His suggestion is to install speed bumps in the business section and down by the Headstart School at a cost of approximately \$2,700. Town Administrator said she thought the cost could come from Powell Bill Funds. Commissioner Cirone said that you will be getting a lot of complaints regarding the speed bumps. After further discussion Commissioner Callahan made a motion to approve purchasing the speed bumps. Motion carried 4 – 1 with Commissioner Cirone opposed.

H. Discuss Compensation and Retention of Employees.

There was considerable discussion about trying to retain our current employees when they haven't had a salary increase since July 2010. There have been no cost of living increases either. Commissioner Kellis again reiterated that he thought we should resume using the Salary Schedule that uses steps that increase 2% every year and tie any increases with a performance appraisal. Commissioner Kellis made a motion that we return to the salary schedule with evaluations effective January 1. After discussion Commissioner Kellis withdrew that motion.

Commissioner Kellis then made a motion that effective Dec. 1 employees be given a 2% COLA and the \$350 Christmas Bonus which was already budgeted and we return to using the schedule in the next budget year. After discussion Commissioner Callahan asked that the motion be amended to increase the amount to 3% and it be effective with the first pay period in December. Amended motion was carried unanimously.

I. Discuss Process for Interviewing Town Administrator/Clerk Candidates.

Commissioners will review all resumes received prior to the December 9 meeting and at the meeting determine which candidates to call for interviews. The first round of interviews will be conducted by a committee of Chief Deel, Town Administrator, Maintenance Tech., the Mayor and the Auditor. They will make their recommendations for the top 3 to be interviewed by the full board. Commissioners agreed upon using this process.

J. Discuss December Holiday Reception.

After the swearing in of re-elected Mayor and Commissioners and after the regular meeting we will have a holiday reception with punch and cookies.

K. Discuss Declaring Electronic Equipment Worthless Surplus to be Destroyed.

Commissioner Kellis made a motion to approve the Resolution for Disposal of Surplus Personal Property that has no value. Motion carried unanimously.

ADJOURNMENT

Commissioner Callahan made a motion to adjourn at 9:45 p.m. Motion carried unanimously.

TOWN OF VASS

Henry E. Callahan, Mayor

ATTEST: _____
Josephine E. Smith, CMC, Town Clerk